

City and County of Honolulu
Clean Water and Natural Lands Commission
CLEAN WATER AND NATURAL LANDS FUND APPLICATION
FOR FISCAL YEAR 2018 (July 1, 2017-June 30, 2018)

Thirteen (13) hard copies AND two (2) soft copies (CD-ROM, diskette, flash drive) of the completed application must be RECEIVED by

FRIDAY, JULY 29, 2016, 3:00 p.m. HST at:

Clean Water and Natural Lands Commission
c/o City Council
Honolulu Hale
530 S. King Street, Room 202
Honolulu, Hawai'i 96813

I. GUIDELINES FOR APPLICANTS

A. Commission Criteria Used In Formulating Recommendations on Fund Expenditures

The Clean Water and Natural Lands Commission ("Commission") evaluates applications requesting funding for proposed land acquisitions from the City and County of Honolulu's Clean Water and Natural Lands Fund ("Fund"). Upon completing its review, the Commission will forward its recommendation on proposed projects and Fund expenditures to the City Council ("Council") based on the applications and information it has received. Only the Council can select and approve proposed projects and will do so as part of its annual budget process in light of the recommendation made by the Commission. The Commission will use the following standards and guidelines in making its recommendation to the Council.

Purposes of the Fund

The Clean Water and Natural Lands Fund has seven purposes as stated in the Revised Charter of Honolulu, Section 9-204(2), the Revised Ordinances of Honolulu, Section 6-62, and Resolution 07-355 CD1.* They are:

- Protection of watershed lands to preserve water quality and water supply
- Preservation of forests, beaches, coastal areas and agricultural lands
- Public outdoor recreation and education, including access to beaches and mountains
- Preservation of historic or culturally important land areas and sites
- Protection of significant habitats or ecosystems, including buffer zones
- Conservation of land in order to reduce erosion, floods, landslides, and runoff
- Acquisition of public access to public land and open space

*Charter, Ordinance, and Resolution documents are available via the Commission's website at:
<http://www.honolulu.gov/council/bc/cwnl.html>.

Throughout the application, applicants should address how they intend to meet or achieve each of these purposes. The Commission has created a scoring system to evaluate applications in accordance with each of these seven purposes. A matrix that guides the Commission's use of this scoring system, "Matrix: Determination of Clean Water and Natural Lands Fund Priorities" is available on the Commission's website.

Additional Factors

The Commission will also consider five additional factors in reviewing applications and making its recommendation to the Council. These factors are:

- (a) whether or not the opportunity for acquisition is urgent;
- (b) matching funds contributed or pledged by other sources;
- (c) consistency of the project with the other stated priorities of the City and County of Honolulu;
- (d) need and ability to satisfy the project's long-term maintenance and stewardship, including burdens on the City; and
- (e) geographic diversity among Council districts.

Applicants should also address these factors specifically in their application. The Commission uses the same scoring system for these additional factors as it does for the seven Fund purposes, as discussed above. The Commission's "Policy on Commission Priorities" is available on the Commission's website.

Recommendations to Council

After completing its review of applications, the Commission will score and rank the submitted proposals according to the purposes and additional factors indicated above, and indicate a recommended funding level for each proposed project. The Commission will then forward its cumulative scores, rankings, and recommendation to the Council, while making the completed applications available via City electronic information systems. Once the Commission's recommendation has been submitted to the Council, the Commission will be available to answer questions and clarify any issues the Council may have regarding the review process, but otherwise will have completed its tasks and responsibilities for the FY 2018 cycle of funding. The Council, not the Commission, is responsible for the final selection of projects and a corresponding amount to be included in the city budget.

B. Application Guidelines

1. The Commission requests that applications be formatted and printed on letter-size paper only, double-sided.
2. **Accurate and complete information.** The Commission will review all applications for accuracy and completeness. Any missing required information or inaccurate information may result in the rejection of an application.
3. **Public record.** All applications and any subsequent information provided by applicants to the Clean Water and Natural Lands Commission shall be considered public record.
4. **Matching Funds and Verification.** If matching funds are used, they may be in the form of direct monies, a combination of public and private funds, land value donation, in-kind contributions, or any combination thereof. An entity may apply for funds while other applications are pending. Verification may be copies of grant applications submitted to other sources (and the status of these applications), contact information, or award letters.
5. **Lapse of Funds.** Clean Water and Natural Lands funds must be encumbered within two years of City budget approval, after which they lapse back into the Fund. It is incumbent upon the representatives of these funded projects to follow-up with the City administration to assure the timely closing of Fund transactions. In the event

of lapse, project representatives should contact the Commission and submit the short-form "Application for Extension of Funding, For Previously Recommended Projects Only," which is available via the Commission's website.

6. **Title report.** Any title reports, if available, concerning the subject property shall be included with the application.
7. **Appraisal report.** Any appraisals, if available, concerning the subject property shall be included with the application. The Commission encourages applicants to provide appraisal reports because they help the Commission to evaluate requested funding levels and other decision factors, and facilitate (a) City Council approval and (b) post-approval disbursement of funds by the City administration.
8. **Description/Sample of Proposed Deed Restrictions, Easement Conditions, Lease Terms and Conditions, etc.** Indicate the types of conveyances involved and the terms of the transactions, and identify the grantors and grantees.
9. **Description/Sample of Resource Management Plan.** (for Ag especially, see Section D.2.)
10. **Other documents.** Other documents verifying information included in the application or deemed necessary by the Clean Water and Natural Lands Commission may be requested. The Commission generally makes such requests during its public meetings for application review.

II. Application Checklist

Maps:

- ☐ General Location Map
- ☐ Topographic Map (e.g. USGS quad map or Google Map) with project delineation
- ☐ Tax Map Key Plat Map and Parcel Map (zoom in on plat map)

Photos:

- ☐ At least one, but not more than five photos of the property

Letters:

- ☐ Letters from the current and intended owners of property interests indicating a consent to participate

For nonprofit land conservation organizations:

- ☐ Mission statement, and
- ☐ IRS 501 (c)(3) or (c)(1) non-profit status determination letter

Other:

- ☐ Any other **concise** and relevant materials that document specific project management capacity, including hyperlinks to online documentation. Please refrain from application document overload and excessive self-promotion.
- ☐ Explain any omitted documents:

CERTIFICATION: I/We hereby certify that (1) the statements and information contained in this Clean Water and Natural Lands Fund Application, including all attachments, are true and accurate to the best of my/our knowledge and understand that if any statements are shown to be false or misrepresented, this application may be rejected; and that (2) applicant(s) is/are aware of, and consent(s) to, public disclosure of the application in accordance with the State Uniform Information Practices Act, H.R.S. Chapter 92F.

_____ Name (type/print)	_____ Title
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(an authorized person must sign here)

_____ Signature	_____ Date
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SECTION A. APPLICANT INFORMATION

Applicant Name (Agency/Organization/Person):	
Mailing Address (P.O. Box or Street; City, State, Zip):	
Contact Person and Title:	
Phone Numbers (work, cellular):	
Email Address:	
Agency/Organization Website (include URL to any specific pages regarding this project):	

- ☐ Attach a statement no longer than one page describing your organization's expertise and experience with similar land acquisitions.

SECTION B. TYPE OF ACQUISITION

1. We are requesting funding for the acquisition of (check (√) all that apply):

- ☐ Fee Simple Interest in Land
- ☐ Perpetual Conservation Easement
- ☐ Perpetual Agricultural Easement
- ☐ Other (please explain):

- ☐ Additional description, if needed:

2. We intend for the acquired property interests to be held by (check (√) all that apply; indicate specific entity and percentage of interest for each):

- ☐ City and County of Honolulu: _____
- ☐ State of Hawai'i: _____
- ☐ Other, or additional description, if needed: _____

SECTION C. DESCRIPTION OF LAND

1. Describe the location of the property including ahupua'a (e.g., Wai'anae, in ahupua'a of Nānākuli, mauka of highway, O'ahu):

Attached, as applicable:

- ☐ General location map
- ☐ Topographic map (e.g., USG quad map) with project delineated, and
- ☐ Plat map
- ☐ Parcel map

2. Tax Map Key(s) - use the following format: 1- 2-003:004:
3. City Council District: District ____ (number 1-9)
City Councilmember:
4. Size of property (indicate acreage and square footage):
5. List easement(s) located on the property and identify the holder of each easement (e.g., vehicular, pedestrian, beach access, utility, water):
6. Describe the terms and scope of the public access to the property or easement:
7. Identify fee title owners (including percentage of ownership) and describe how fee title (tenancy) is held. Also identify existing lessees, tenants, users and the terms and conditions of their agreements with the owners.

8. ☐ Attach a preliminary title report.
9. Provide the following land use information:
- State Land Use Designation (include conservation district subzone if applicable, and state land use classification for public lands):
- County Zoning:
- County General/Community Plan Designation:
- Flood Zone Designation:
9. ☐ The property is located in a Special Management Area.
- Explanation, if needed:
10. Describe any structures on the property, including size, location, use, condition:
11. List all adjacent landowners and indicate if they have been consulted about the project:
12. Describe all current and past uses of the property (include neighboring properties, if relevant):

13. What types of surveys or documented analyses, if any, have been conducted regarding the property (e.g., environmental site assessments and remediation plans, environmental assessments, cultural assessments, environmental impact statements, biological field surveys, archaeological surveys, Special Management Area permit applications, Conservation District Use Applications, Water Use Permit Applications, geological hazard assessment, etc.)?

SECTION D. RESOURCE PURPOSES

The applicant proposes that the property be acquired for the following purpose(s) identified in Revised Ordinances of Honolulu § 6-62.2 and City Council Resolution 07-355, CD1 (check (✓) all that apply and provide more detailed information regarding the checked purpose(s) below):

- ☐ Protection of watershed lands to preserve water quality and water supply
- ☐ Preservation of forests, beaches, coastal areas, and agricultural lands
- ☐ Public outdoor recreation and education, including access to beaches and mountains
- ☐ Preservation of historically or culturally important land areas and sites
- ☐ Protection of significant habitats or ecosystems, including buffer zones
- ☐ Conservation of land in order to reduce erosion, floods, landslides, or runoff
- ☐ Acquisition of public access to public land and open space

1. Protection of watershed lands to preserve water quality and water supply. Describe the watershed values of this property, such as rainfall, land cover type and condition, groundwater recharge, and waterbody types, characteristics, and management/regulatory status. Describe how the acquisition will protect watershed lands to preserve water quality and water supply.
2. Preservation of forests, beaches, coastal areas, and agricultural lands. Describe how the acquisition will preserve forests, beaches, coastal areas (including near-shore marine resources), and agricultural lands. In the case of agricultural lands, indicate clearly the practices or guidelines that will be implemented/followed to enhance soil quality/health; protect water resources, air quality, wildlife, and people; contribute to local food security; provide equitable access to farm tenancy; and establish lease conditions that favor investment in augmenting land quality and sustainability of the operation. Identify special resources of all kinds—particularly archaeological/historic sites, cultural features/significance, and natural communities—that are present within the agricultural land and neighboring areas, and explain how the long-term stewardship of these special resources will be integrated into the overall use of the agricultural land, such as by producing a resource management plan.

3. Public outdoor recreation and education, including access to beaches and mountains. Describe how the acquisition will help preserve and enhance public outdoor recreation and educational opportunities, which may include parks, beaches, or interpretive trails, and/or access to such opportunities.

4. Preservation of historically or culturally important land areas and sites. Describe how the acquisition will preserve historic and/or important cultural sites and lands, including ancient Hawaiian archaeological sites. Priority will be given to acquisitions that preserve important ancient Hawaiian sites (such as heiau, koa, house sites, or petroglyphs for preservation and/or cultural purposes), or for property that is actively used for traditional and customary Hawaiian cultural practices. Next priority will be given to acquisitions that preserve historical (i.e., post-Contact) sites.

5. Protection of significant habitats or ecosystems, including buffer zones. Describe how the acquisition protects significant habitats or ecosystems, including buffer zones, and whether there is substantial, significant, or minimal presence of: native-dominated plant cover, endangered or threatened species, critical habitat, or species of greatest conservation need.

6. Conservation of land in order to reduce erosion, floods, landslides, or runoff. Describe how the acquisition achieves conservation and reclamation of land that would reduce erosion, lower the risks of flooding and landsliding (such as providing buffer zones from rockfall hazards), and improve runoff management.

7. Acquisition of public access to public land and open space. Describe how the acquisition provides public access to public land and open space for public enjoyment, including whether the acquisition would secure important and critical access that has not previously existed, secures and protects additional access easements, or expands already sufficient access.

SECTION E. ENVIRONMENTAL HAZARDS

1. Are there suspected or potential environmental hazards located on or associated with this property? If so, check all the following that apply, and describe each in 2, below. If not, check (✓) the box in 3, below.

- ☐ The property is a designated brownfield site (former industrial use).
- ☐ There has been illegal dumping/hazardous materials on the property.
- ☐ The property is prone to flooding, or drainage from the property makes significant contributions to downstream flooding.
- ☐ The property is prone to falling rocks or other geological hazards.
- ☐ The features of the property's surface are potentially hazardous (i.e., uneven, rocky, or fallow terrain, overgrowth of flora, etc.).
- ☐ Other suspected or potential hazards.

2. Describe any checked information:

3. ☐ There are no known hazards.

SECTION F. FUNDING REQUEST

1. What is the estimated fair market value of the fee simple property?
2. What is the estimated fair market value of the conservation/agricultural easement or other proposed acquisition?
3. How were the estimated values determined? (Use following chart)

	Fee Simple	Easement
Appraisal Report (indicate date & author)		
Current Assessed Value (County Tax)		
Other (please specify)		

4. Is the property or easement currently listed for sale or has it been listed for sale within the past two years? If so, provide asking prices.

5. What is the total estimated cost for the acquisition? (Use the following table)

Estimated Acquisition Cost Worksheet

Expense Item	Estimated Cost (\$)	% of Costs to be Paid by:		
		Land Owner	Applicant	Other Party (specify)
Appraisal report				
Title report				
Property survey				
Subdivision				
Environmental investigation				
Other:				
Other:				
Subtotal				
Estimated value of property				
Total anticipated cost of acquisition				

6. What are the anticipated matching funds, if any? (use the following table)

Estimated Matching Funds Worksheet

Type of Matching Funds	Amount (\$)	Source of Funds or Basis of Valuation	Status (Secured or Pending?)
Private Funds			
Public/Other Funds			
Public/Other Funds			
Public/Other Funds			
Land value donation (e.g. bargain sale reduction in price from fair market value)			
In-kind contributions			
TOTAL MATCHING FUNDS		\$	%
AMOUNT REQUESTED FROM CWNL FUND		\$	%
TOTAL ANTICIPATED COST OF ACQUISITION		\$	%

7. Provide an estimated timeline for the acquisition and indicate any urgency of your request.

SECTION G. PROJECT IMPORTANCE

Answer the questions below in the space provided; attach additional sheets (no longer than two single-spaced pages total) only if necessary.

1. Briefly describe the overall significance and importance of the property and/or easement.
2. Identify any conditions that threaten the significance and importance of the subject site. This may include anticipated uses of neighboring lands, or environmental conditions (e.g., sedimentation, runoff, invasive species, conflicting activities, proposed development, etc.).
3. Describe the consistency of the acquisition with the other stated priorities of the City and County of Honolulu.
4. Describe any other issues related to the acquisition of which the Commission or Council should be made aware during their review process:

SECTION H. STEWARDSHIP AND MANAGEMENT

Answer the questions below in the space provided; attach an additional sheet (no longer than one single-spaced page total) only if necessary.

1. Briefly describe the proposed use of the acquired property or easement including any short and long term goals, resource management plan, sources of startup funding, and operation and maintenance funding. Disclose any intended commercial uses. What entities (if not the applicant) will manage the property/easement, e.g. lessees, tenants, and others with rights to enter/use the property? Describe the expertise and experience of the managing entities.
2. Describe the potential obligations of the City and County of Honolulu, if applicable (e.g., financial, staffing, monitoring of property interests, enforcement of conservation conditions).

***** Thank you for your application to the Clean Water and Natural Lands Fund *****